

# UNIVERSITY COUNCIL OF CHAIRS AND DIRECTORS

## By-laws

*Revised November 13, 2003*

The purpose of the University Council of Chairs and Directors (UCCD) is to provide a university-wide forum for the discussion of ideas and mutual concerns of all faculty-based departments and schools. Recommendations and resolutions that reflect the sentiments of a majority of the UCCD-SC members may be forwarded to the appropriate administrative Officer for consideration.

### **Membership**

The University Council of Chairs and Directors shall be comprised of and limited to the chairs and directors of all faculty-based departments and directors of all faculty-based schools. The UCCD shall operate through an elected Steering Committee (SC) and the latter's own slate of elected officers.

### **Steering Committee Membership**

The department chairs and school directors of each faculty-based college of the University shall elect from among their combined membership their representatives to the University Council of Chairs and Directors' Steering Committee (UCCD-SC).

This election of representatives must be completed before the end of each academic year (for the following year) or as soon as possible after the beginning of the subsequent academic year. Hence the outgoing chair of (UCCD-SC) will inform the dean of each college of the upcoming vacancies in the month of April. The Steering Committee shall be constituted and ready to meet for its first session in the new academic year within four weeks of the start of the fall academic term.

The Steering Committee shall be comprised of one member for each five faculty-based departments and schools (or fractions thereof) in each faculty-based college. Each member of the Steering Committee shall serve a term of two years, with half of the number of representatives being elected each year. In the event that a member of the Steering Committee cannot complete his or her term, a replacement shall be elected from among that college's chairs and directors to complete the original term.

### **Steering Committee Officers**

The new officers of the Steering Committee shall consist of the Chair and the Secretary. Each officer will serve for a term of one academic year. The Secretary will be the Chair the following year. These positions will rotate among the colleges each year. The order of rotation for Secretary shall be: Arts and Sciences, Business Administration, Education and Human Development, Firelands, Health and Human Services, Musical Arts, Technology, and University Libraries. The college providing the Secretary will be the college providing the Chair in the following year.

The Secretary shall be appointed at the beginning of the Fall semester. No college shall have more than one officer. The rotation of officers is determined by alphabetical order of the colleges. Where there are two or more eligible members in a college, the college will elect their representative candidate. To be an eligible candidate the member must be serving their first year of his/her two-year term.

The outgoing chair will hand over old business materials and committee membership list to the new chair. The Secretary will deposit copies of minutes of the meetings, membership list and other relevant materials with the office of the Provost.

### **Meetings**

The Chair shall call meetings of the Steering Committee whenever it is deemed necessary by the Chair, or whenever requested to do so by any member of the Steering Committee. There will be at least one meeting of the Committee each semester.

The Steering Committee may call a meeting of the entire University Council of Chairs and Directors by a majority vote of those present at a meeting of the Steering Committee. A meeting of the entire University Council of Chairs and Directors may also be called by petition of any five members of the UCCD. When a representative cannot be present at a meeting of the UCCD-SC, the representative can ask a substitute to attend at the representative's discretion.

Minutes of the meeting of the Steering Committee and the University Council of Chairs and Directors shall be recorded by the Secretary of the SC. Minutes of such meetings shall be open to any member of the UCCD. If so requested, members of the Steering Committee may report on the minutes of the SC to their respective colleges.

The Steering Committee of the University Council of Chairs and Directors shall establish communication with the Provost when appropriate to afford a mutual exchange of information and questions.

### **Representatives to Councils and Committees**

At the first meeting of the Steering Committee, there shall be an election from among its members of representatives to the following bodies: Undergraduate Council and Graduate Council. This is in accordance with the Academic Charter. This same procedure will be followed whenever representatives are invited from the University Council of Chairs and Directors to serve on other councils and committees. The Secretary of the SC will forward these names to appropriate offices. Representatives to the Graduate Council must be members of the graduate faculty. Council or committee representatives shall not succeed themselves. Their terms of service shall be for one year. Elected representatives to councils and committees shall present reports to the Steering Committee when so requested.